Prior Learning Assessment Portfolio Agreement

Complete this Portfolio if you are requesting credit for prior learning and submit it to the Department of Information Technology (Professional Sciences Center) or infotech@mga.edu. If you are using certifications as part of your supplemental materials, please consider getting course credit for your certification instead of completing a PLA:
https://www.mga.edu/computing/information-technology/certificates.php

First Name: Last Name: ID:

_____   _____   _____

Course for which you are requesting credit:

_____

I understand and agree with the following regarding the PLA policies and procedures.
1. You must complete the portfolio in its entirety, or it will not be considered for evaluation.
2. There will be a $175 fee to submit the PLA portfolio. This is a nonrefundable fee, no matter the approval status of the portfolio.
3. If approved, this PLA portfolio will take place of one course. Requests for multiple course credits will require multiple payments and portfolios.
4. Maximum PLA credit allowed is 15 hours of course credit.
5. Be aware that the Academic Honesty Statement must be notarized.
   Examples of common places to find a notary: MGA HR department, banks, libraries, shipping stores, government offices.

_____   _____
Student Signature   Date

Middle Georgia State University

SCHOOL OF COMPUTING
Department of Information Technology

Prior Learning Assessment Portfolio

Instructions

1. Complete PLA agreement and Portfolio to request credit for prior learning and obtain the following signatures:
    a. Faculty lead assessor
    b. Department Chair
    c. Dean
2. Submit completed portfolio to the Department of Information Technology (Professional Sciences Center) or by email infotech@mga.edu. Students will get an initial review of their potfolio to make sure documents are correct and present.
3. A nominal fee of $175.00 is required. Students should contact the Testing Center to register and pay for PLA portfolio assessment.
4. The portfolio will be reviewed by the faculty assessor. Upon completion, the Department of IT will notify the student and report the final grade to the Office of the Registrar. A grade of satisfactory "K" will be awarded, if the portfolio is approved.

For more information, contact the Department of Information Technology at 478-471-2801 or infotech@mga.edu.

Portfolio Sections

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VI. Course Specific Prior Learning Narrative (3-5 pages. Demonstrate Learning of Course Outcomes)

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Middle Georgia State University

SCHOOL OF COMPUTING
Department of Information Technology

Prior Learning Assessment Portfolio SAMPLE

Completed By:

MGA Student ID:

ITEC Course:

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Course Specific Information (Example)

ITEC 2215 Introduction to Information Technology

This course uses short projects to introduce the student to the major information technologies of hardware, systems software, networking, web development, software and applications development, systems analysis, digital media, and database. Security and ethical issues as they affect the use of technologies are also discussed.

Course Outcomes

- *Differentiate between application software and system software.*
- *Describe the functions of operating system software.*
- *Identify and describe the internal and external hardware components of a typical personal computer.*
- *Identify and describe the Internet, its terminology, available resources, and methods for access.*
- *Identify and describe graphics and multimedia file types and uses.*
- *Identify and describe a computer network, its components, and its terminology.*
- *Identify and describe a relational database, its components, and its terminology.*
- *Identify and describe common programming languages.*
- *Identify and describe the common activities associated with systems analysis and the software development life cycle.*
- *Identify and describe the most common threats to computer system security and their countermeasures.*
- *Identify and describe the legal, ethical, and privacy issues facing computer users.*
- *Recognize the need for lifelong professional development and learning.*

*Course objectives can be obtained from the Department of Information Technology

Academic Honesty Statement

Include signed and notarized academic honesty statement here

Current Resume

Include current resume here

Course Specific Prior Learning Narrative (3-5 pages. Demonstrate Learning of Course Outcomes)

In 3-5 pages describe how prior learning experience aligns with course outcomes

Supplemental Materials (other relevant materials such as exam certificates, exam test scores, support letters. Students are strongly urged to include only material directly related to the prior learning assessment.)